

24 April 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 24 April 1953

1. General

25X1

[Redacted]

b. 1953 Fund Requirements List ("Shopping List") - (continued item)

This office is anxiously awaiting the approval of the DCI on the "shopping list."

c. Large Requisitions from NE and FE Divisions - (new item)

25X1

NE and FE Divisions have submitted requisitions totaling [Redacted] respectively, for operational material. A large portion of the items of these requisitions was not included in the "shopping list." Stocks on hand are sufficient to fill most of the items of the requisitions, unless it is determined that replacement of stocks is required.

d. Supply Storage Facilities - (new item)

25X1

Data as to tonnages for items procured with FY-53 funds and to be procured with FY-54 and FY-55 funds have been prepared for use by the Supply Division for [Redacted] utilisation planning.

2. Administration

a. Agency Regulations - (continued item)

The Regulations and Procedures Committee of this office is progressing in their objective to complete the required Logistics regulations in the minimum time. Several regulations have been completed in draft form during the past week.

b. Briefing - (continued item)

A briefing presented by the Staff and Division Chiefs on organization and functions was attended by 65 Logistics Office personnel. The purpose of the briefing was to properly orient newly joined officers.

c. Career Service Program - (continued item)

Plans are in process for full implementation of the Logistics Personnel Career Service Program. This is being directed for identification of all logistics positions in headquarters and the field for bringing them under the control of the Logistics Office Career Service Board.

3. Projects and Studies in Process

25X1

a. Project [redacted] Base - (continued item)

This project has been realigned whereby detailed information will be submitted to FE Division in the very near future, consolidating construction and additional material costs and briefly describing types of construction, with facilities lay-out.

25X1

b. Project [redacted] - (continued item)

Discussions have continued with the Office of Training to establish firm requirements for the new area. The logistics support plan will be prepared as soon as information on all requirements is firm.

c. Standardization of TO&E's - (continued item)

A meeting was held with FE Division and [redacted] in an effort to establish standard TO&E's for the FE Area. This is a "must" item if the forecast of material procedure for programming is to work satisfactorily.

25X1

d. [redacted]

4. Staff Items of Interest

25X1

a. Operational Material in [redacted] (continued item)

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25X1

It is now proposed that this problem will be solved by supplying new material from the States and picking up that which is at [redacted] for rehabilitation and storage in the States. The new material will be stored at [redacted] rather than [redacted]

25X1

b. Coordination between [redacted] and Logistics Officers - (new item)

Delays have been encountered in proper logistics planning because of lack of coordination between Logistics and [redacted] personnel within DD/P Area Divisions. The Chief of DD/P [redacted] has established a meeting procedure whereby his

key staff people will meet weekly with specialists from the Area Divisions. This should eliminate some of the lag time to obtain proper information and should facilitate better understanding within Divisions and between Division officers and Staff officers of this office.

5. Transportation Division

a. Central Processing Branch - (continued item)

The Organisation and Methods Service has prepared a second staff study for submission to the DD/A to resolve the duplication of work and functional responsibility problem between Central Processing Branch and Personnel Movement Branch.

25X1

[Redacted]

6. Supply Division

a. Supply Catalog - (continued item)

Distribution of new operational catalog has been effected to the Area Division level. The Divisions are reviewing their requirements for Senior Representative, Mission and Station distribution.

b. Storage of Household Effects - (continued item)

25X1 [Redacted] is prepared to receive and store approximately 40 shipments of household goods returned from Europe.

c. New Building Supply Rooms - (new item)

Supply rooms have been opened in Alcott Hall and Building [Redacted] Al- 25X1 though the new store rooms will be opened only one hour a day, the arrangements should permit reducing large desk and room stocks now stored in those buildings.

d. Headquarters Warehousing - (continued item)

25X1 The outside construction work at [Redacted] that was delayed by the weather is again progressing satisfactorily. The present tentative date for occupancy is 1 May. It is believed that the scheduled completion date for the move (30 June) will be met.

e. Vehicle Records - (new item)

The records of all automotive vehicles (both covert and overt) will be on machines by 1 May 1953. This will facilitate proper vehicle reporting and analysis.

7. Procurement Division

a. Lapse of FY-51 Funds - (continued item)

It appears that this problem will be resolved in the near future. OHR will furnish an FY-53 allotment for a new contract with [redacted] 25X1. The Finance Division indicates that [redacted] final invoice under the existing contract will be paid before 30 June 1953, prior to performance of the final audit. It is believed that this will satisfy the requirements of [redacted] 25X1 [redacted] so that the research work can be continued. 25X1

c. Material for TSS - (new item)

25X1

An urgent request was received from TSS for material from [redacted] 25X1. Delivery was completed to their satisfaction.

d. Contract Documents

(1) Executed 6 - Total [redacted]

25X1

(2) Contracts pending and/or in process - 105

(3) Requisitions - by Division Branch

25X1

(4) Purchase Orders issued 240 - Total [redacted]

25X1

8. Real Estate and Construction Division

25X1

a. Projects

25X1

(2) [redacted] (Training) - (continued item) - Copies of Amendment No. 3 to the general contract were forwarded to the Comptroller.

25X1

(3) [redacted] (Communications) - (continued item) - The Office of Communications is revising specifications to conform with their requirements.

25X1

(4) [redacted] (Communications) - (continued item) - Construction progress is continuing satisfactorily.

25X1

(5) [redacted] - (continued item) - Construction plans and specifications have been forwarded to prospective bidders.

25X1

(6) [redacted] Water System - (continued item) - A survey of the water system at [redacted] has been completed. Recommendations are being prepared for submission to the Chief of Logistics.

25X1

(7) [redacted] - (new item) - The Office of Communications has tentatively selected [redacted] for this installation. They plan to submit requirements to this Division on 24 April for preparation of construction estimates.

b. Other Items of Interest

25X1

(1) [redacted] Approval was recommended for the NEA Division's staff study on this subject. No indication has been received as to PRC action.

25X1

15/
JAMES A. GARRISON
Chief of Logistics

LO/SS/JCB:cc (24 April 1953)

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

25X1

TO	ROUTER	DATE
1		4-29
2		1/5/53
3		1/5/53
4		1/5/53
5		5/5/53
FROM		5/6
6		5/7
7		5-12
8		5/11

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
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REMARKS:

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